DEFENSE CONTRACT MANAGEMENT AGENCY

DCMA

ACQUISITION INSIGHT GLOBAL ENGAGEMENT

QA-Corrective Action Request (CAR) Portlets

May 2010

ITCSO Training Academy

TEACH IT • LEARN IT • USE IT

Course Topics

Note: Links will ***only*** work in PowerPoint's **slide show** view.

Module One	**QA CAR Portlets Overview**
Lesson One	**Overview of QA CAR Portlets**
Topic One	QA CAR Portlets
Topic Two	User Roles
Topic Three	Add the QA CAR Portlets

Module Two	**QA CAR Portlets**
Lesson One	**My Workload Portlet**
Topic One	Create a CAR
Topic Two	Edit a CAR
Topic Three	View a CAR
Lesson Two	**Search Portlet**
Topic One	Conduct a Search
Topic Two	Export Search List to Excel

Course Objectives

At the end of this training you should be able to:

- Create, Edit, and View a CAR
- Search for a CAR

Course Topics

Course Modules

Module One	QA CAR Portlets Overview
Module Two	QA CAR Portlets

Module One

QA CAR Portlets Overview

Module One – QA CAR Portlets Overview

Module One Lessons

Lesson One Overview of QA CAR Portlets

Lesson One – Overview of QA CAR Portlets

Lesson One

Overview of QA CAR Portlets

Lesson One – Topics

Lesson One Topics

Topic One	QA CAR Portlets
Topic Two	User Roles
Topic Three	Add the QA CAR Portlets

Topic One – QA CAR Portlets

QA CAR Portlets Overview

- DCMA-OC created a DCMA Portal Studio portlet to collect and store CAR data for submitted Corrective Action Requests (CAR)
- The existing tool does not support the volume of data nor allow a CAR record to be electronically sent to a supplier
- This tool enables the QA Community to create CARs, submit them to suppliers electronically, and analyze the CAR data
- The QA Community can create CAR's and submit them to suppliers simultaneously

Topic One – QA CAR Portlets

QA CAR Portlets

There are two QA CAR Portlets:

- **QA CAR My Workload** - allows Standard Users and Administrators to create, view, edit, submit CARs

- **QA CAR Search** - allows all user types to search for submitted CARs

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Topic Two – User Roles

QA CAR Portlets – User Roles

There are three roles associated with the **QA – CAR Portlets:**

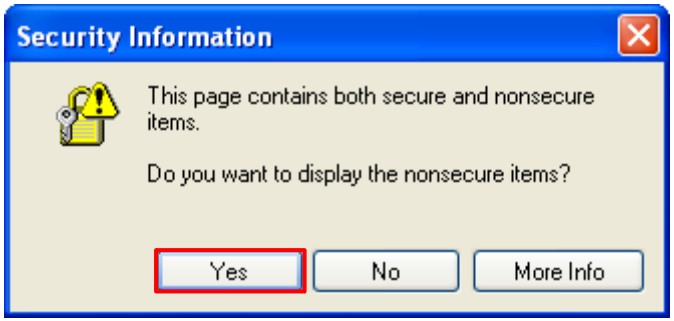
- **Standard User** – Users with this role can create, edit, and view records. They are limited to editing, viewing, and searching only the CARs they submit
- **Admin User** - In addition to standard user functions, this role can see a search for and view all CAR records submitted by their CMO
- **Super User** – In this role, the user can search for and view all submitted CARs – This role can only access the QA-CAR Search Portlet
- **The QA – CAR My Workload Portlet** will be available for the Standard and Admin users only
- **The QA – CAR Search Portlet** will be available for Standard, Admin, and Super users

Topic Three – Add the QA-CAR Portlets

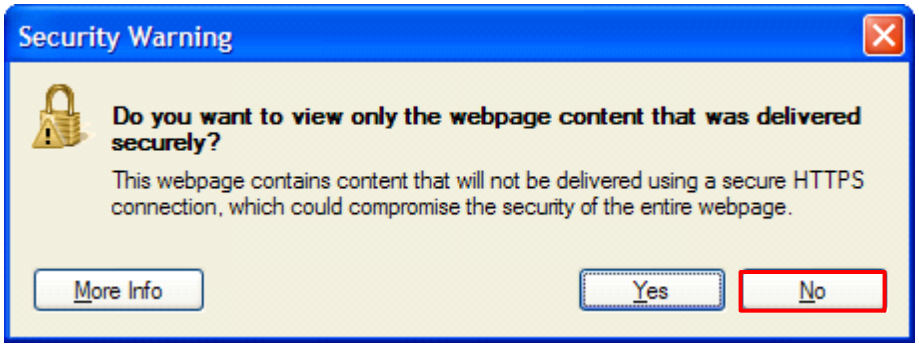
Internet Explorer 7 & 8

Depending upon if your computer has Internet Explorer 7 or Internet Explorer 8, you will be prompted throughout your session to allow access to the web pages you would like to view.

Internet Explorer Security Warning (Graphics 1.1.3.1 – 1.1.3.2)	
1.	*Select* the **Yes** button to view the desired web page, if you have **Internet Explorer 7**. Or *Select* the **No** button to view the desired web page, if you have **Internet Explorer 8**.



Graphic 1.1.3.1: Internet Explorer 7 Security Warning


Security Warning
Do you want to view only the webpage content that was delivered securely?
This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.
More Info
Yes
No

Graphic 1.1.3.2: Internet Explorer 8 Security Warning

Course Topics

Topic Three – Add the QA-CAR Portlets

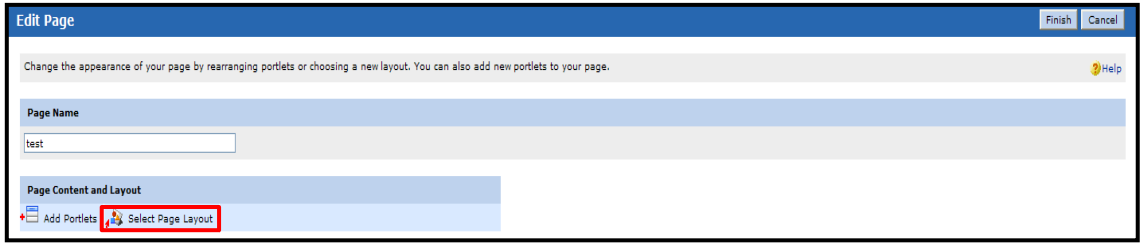
Add the QA-CAR Portlets

Follow the instructions below to add the QA-CAR Portlets to your eTools “My Home” Page.

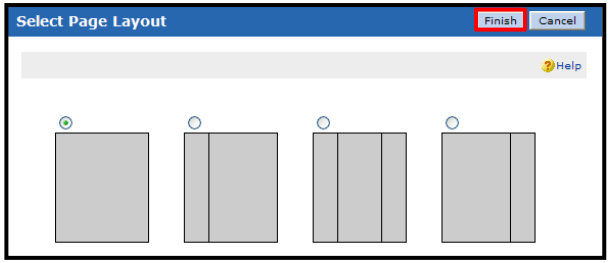
Portal Home Page (Graphics 1.1.3.3 – 1.1.3.5)	
1.	*Log* into **eTools.**
2.	*Select* the **My Home** link.
3.	*Select* the **Edit Page** link.
4.	*Select* the **Select Page Layout** link.
5.	*Select* the **Wide Page Layout,** the first option.
6.	*Click* the **Finish** button.

My Home
Welcome, Traveller, Greg
My Account
Log Off
Help
Search:
DEFENSE CONTRACT MANAGEMENT AGENCY
DCMA HELP DESK
DCMA HOME | ABOUT US | CUSTOMERS | EMPLOYEES | NEWS ROOM | eTOOLS | ATAAPS
My Pages | test
My Pages
test
ATC Test Page
Reference Library
My Page Actions
Join Communities
Unsubscribe Communities
Create New Page
Edit Page
Add Portlets
Edit Portlet Preferences
Delete This Page
No portlets in this column. Add portlets here
No portlets in this column. Add portlets here
Headquarters | Aero | Naval | Ground | Space | International | Special Programs
Site Index | Privacy | FOIA | Accessibility

Graphic 1.1.3.3: My Home Page - Portal


Edit Page
Finish
Cancel
Change the appearance of your page by rearranging portlets or choosing a new layout. You can also add new portlets to your page.
Help
Page Name
test
Page Content and Layout
Add Portlets
Select Page Layout

Graphic 1.1.3.4: Create New Page



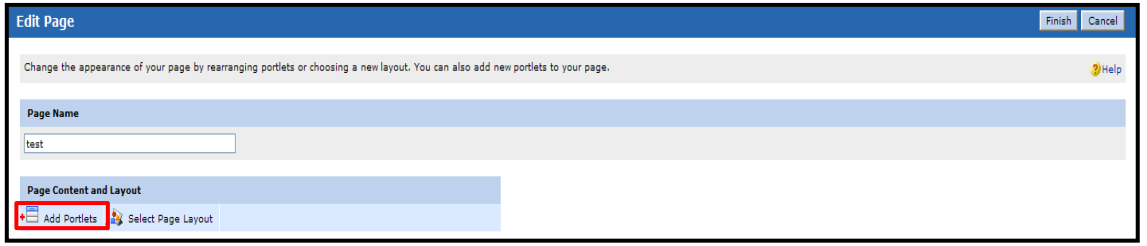
Graphic 1.1.3.5: Wide Page Layout

Topic Three – Add the QA-CAR Portlets

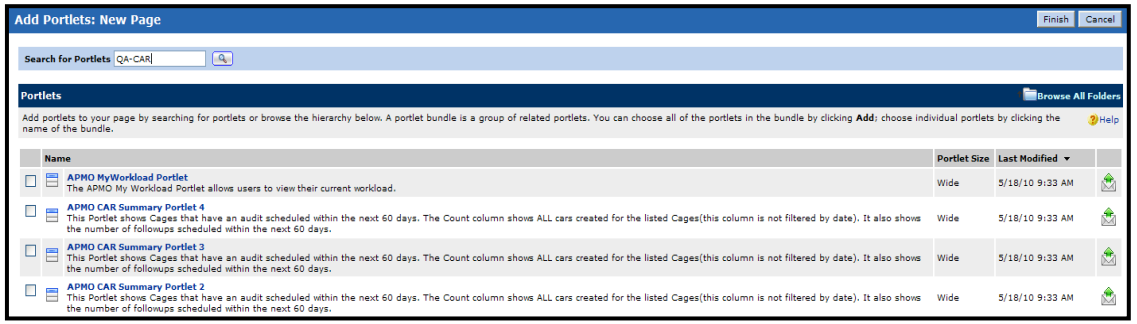
Add the QA-CAR Portlets

Super Users only have access to the QA-CAR Search Portlet. They cannot access the QA-Car My Workload Portlet.

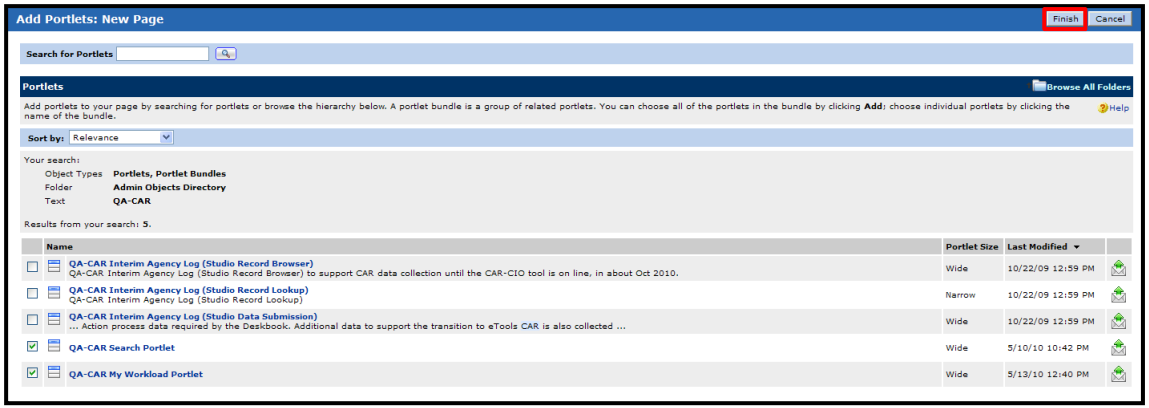
Adding Portlets (Graphics 1.1.3.6 – 1.1.3.8)	
1.	*Select* the **Add Portlets** link.
2.	*Type* **QA-CAR Portlet** in the Search for Portlet field**.**
3.	*Select* the **Searc** icon.
4.	*Select* the **Checkbox(es)** for **QA-CAR Search Portlet** and **QA-CAR My Workload Portlet**.
5.	*Select* the **Finish** button.


Edit Page
Finish
Cancel
Change the appearance of your page by rearranging portlets or choosing a new layout. You can also add new portlets to your page.
Help
Page Name
test
Page Content and Layout
Add Portlets
Select Page Layout

Graphic 1.1.3.6: Add Portlets


Add Portlets: New Page
Finish
Cancel
Search for Portlets QA-CAR
Portlets
Browse All Folders
Add portlets to your page by searching for portlets or browse the hierarchy below. A portlet bundle is a group of related portlets. You can choose all of the portlets in the bundle by clicking Add; choose individual portlets by clicking the name of the bundle.
Help
Name
Portlet Size
Last Modified
APMO MyWorkload Portlet
The APMO My Workload Portlet allows users to view their current workload.
Wide
5/18/10 9:33 AM
APMO CAR Summary Portlet 4
This Portlet shows Cages that have an audit scheduled within the next 60 days. The Count column shows ALL cars created for the listed Cages(this column is not filtered by date). It also shows the number of followups scheduled within the next 60 days.
Wide
5/18/10 9:33 AM
APMO CAR Summary Portlet 3
This Portlet shows Cages that have an audit scheduled within the next 60 days. The Count column shows ALL cars created for the listed Cages(this column is not filtered by date). It also shows the number of followups scheduled within the next 60 days.
Wide
5/18/10 9:33 AM
APMO CAR Summary Portlet 2
This Portlet shows Cages that have an audit scheduled within the next 60 days. The Count column shows ALL cars created for the listed Cages(this column is not filtered by date). It also shows the number of followups scheduled within the next 60 days.
Wide
5/18/10 9:33 AM

Graphic 1.1.3.7: Add Portlets: New Page


Add Portlets: New Page
Finish
Cancel
Search for Portlets
Portlets
Browse All Folders
Add portlets to your page by searching for portlets or browse the hierarchy below. A portlet bundle is a group of related portlets. You can choose all of the portlets in the bundle by clicking Add; choose individual portlets by clicking the name of the bundle.
Help
Sort by: Relevance
Your search:
Object Types Portlets, Portlet Bundles
Folder Admin Objects Directory
Text QA-CAR
Results from your search: 5.
Name
Portlet Size
Last Modified
QA-CAR Interim Agency Log (Studio Record Browser)
QA-CAR Interim Agency Log (Studio Record Browser) to support CAR data collection until the CAR-CIO tool is on line, in about Oct 2010.
Wide
10/22/09 12:59 PM
QA-CAR Interim Agency Log (Studio Record Lookup)
QA-CAR Interim Agency Log (Studio Record Lookup)
Narrow
10/22/09 12:59 PM
QA-CAR Interim Agency Log (Studio Data Submission)
... Action process data required by the Deskbook. Additional data to support the transition to eTools CAR is also collected ...
Wide
10/22/09 12:59 PM
QA-CAR Search Portlet
Wide
5/10/10 10:42 PM
QA-CAR My Workload Portlet
Wide
5/13/10 12:40 PM

Graphic 1.1.3.8: Adding QA-CAR Portlets

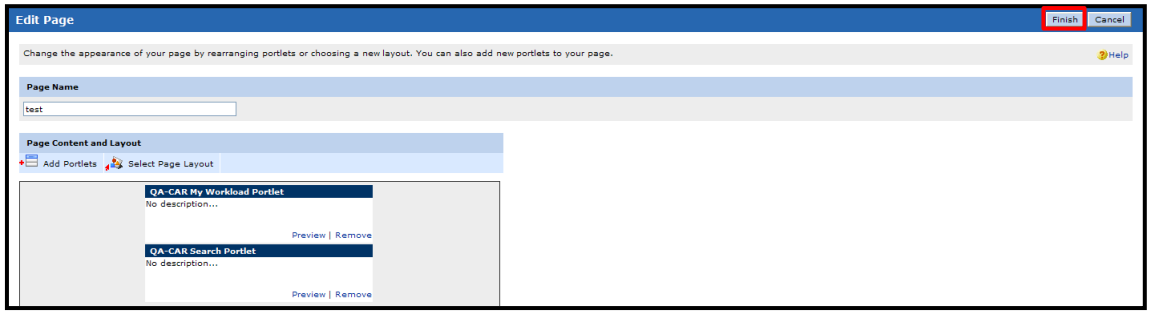
Course Topics

Topic Three – Add the QA-CAR Portlets

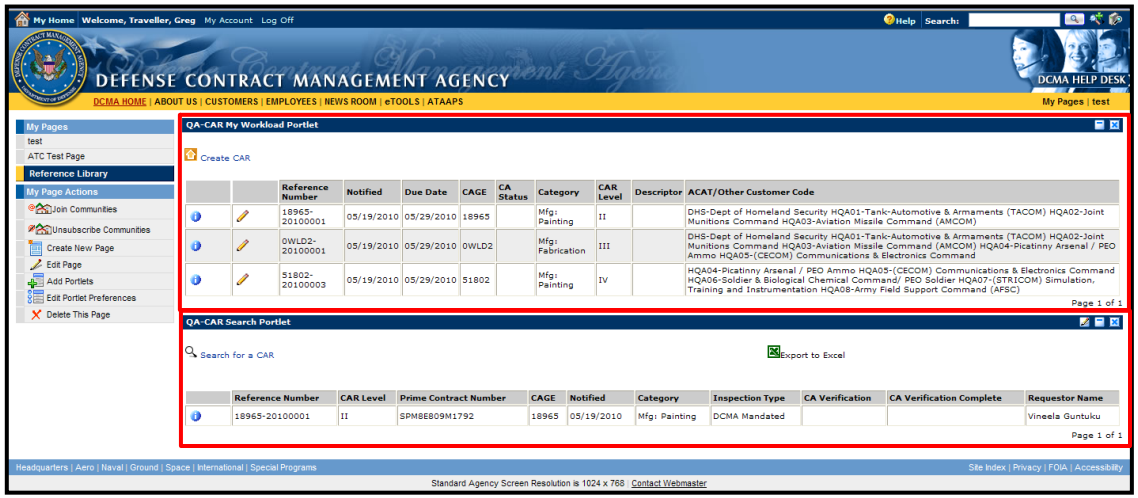
Add the QA-CAR Portlets

Super Users only have access to the QA-CAR Search Portlet. They cannot access the QA-Car My Workload Portlet.

Adding Portlets (Graphics 1.1.3.9 – 1.1.3.10)	
1.	*Select* the **Finish** button. • The QA-CAR Portlet(s) will be added to your Home Page



Graphic 1.1.3.9: Adding QA-CAR Portlets



Graphic 1.1.3.10: QA-CAR Portlets

Module One – Lesson One - Review

Lesson One Covered the Following Topics:

Topic One	QA CAR Portlets
Topic Two	User Roles
Topic Three	Add the QA CAR Portlets

Course Topics

Module Two

QA CAR Portlets

Module Two – QA CAR Portlet

Module Two Lessons

Lesson One My Workload Portlet

Lesson Two Search Portlet

Lesson One

My Workload Portlet

Lesson One – Topics

Lesson One Topics

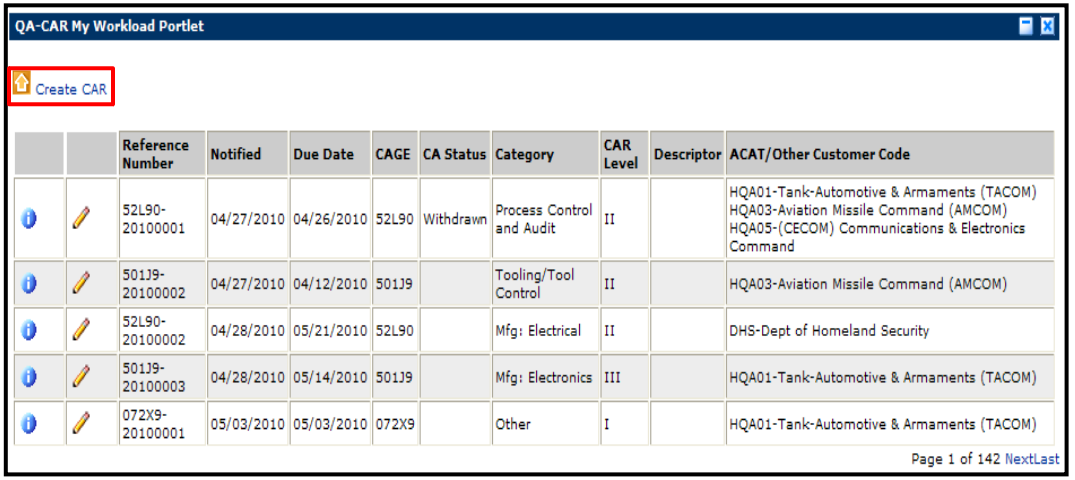
Topic One	Create a CAR
Topic Two	Edit a CAR
Topic Three	View a CAR

Topic One – Create a CAR

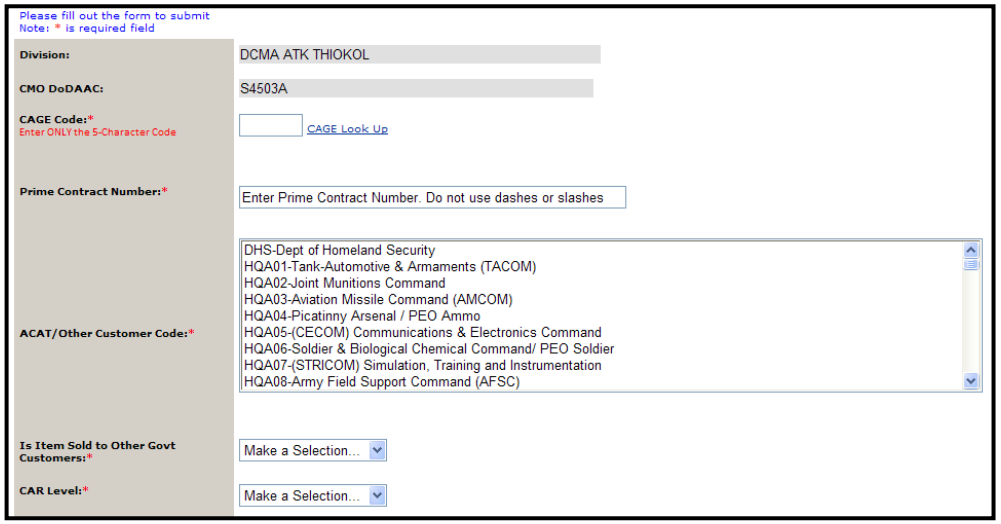
Create a CAR

Follow the directions below to create a CAR.

Creating a CAR (Graphics 2.1.1.1 – 2.1.1.2)	
1.	*Access* the **QA-CAR My Workload Portlet.**
1.	*Click* the **Create CAR** button. •The Create CAR Data Entry Screen will open
2.	*Enter* **data** in all of the required fields. • Refer to the next couple of slides for a description of all of the CAR Data Entry Fields



Graphic 2.1.1.1: QA-CAR My Workload Portlet


Please fill out the form to submit
Note: * is required field
Division:
DCMA ATK THIOKOL
CMO DoDAAC:
S4503A
CAGE Code:*
Enter ONLY the 5-Character Code
CAGE Look Up
Prime Contract Number:*
Enter Prime Contract Number. Do not use dashes or slashes
ACAT/Other Customer Code:*
DHS-Dept of Homeland Security
HQA01-Tank-Automotive & Armaments (TACOM)
HQA02-Joint Munitions Command
HQA03-Aviation Missile Command (AMCOM)
HQA04-Picatinny Arsenal / PEO Ammo
HQA05-(CECOM) Communications & Electronics Command
HQA06-Soldier & Biological Chemical Command/ PEO Soldier
HQA07-(STRICOM) Simulation, Training and Instrumentation
HQA08-Army Field Support Command (AFSC)
Is Item Sold to Other Govt Customers:*
Make a Selection...
CAR Level:*
Make a Selection...

Graphic 2.1.1.2: CAR Data Entry Screen

Course Topics

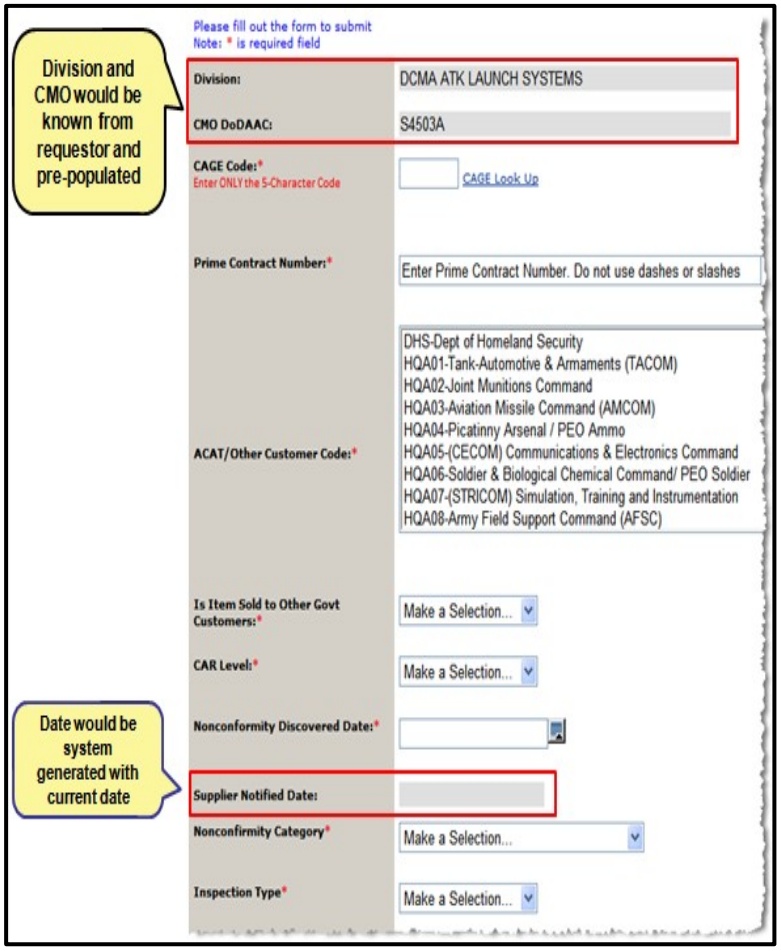
Topic One – Create a CAR

CAR Data Entry Fields

Refer to the table below for a complete description of the CAR Data Entry Fields.

Field name:	Description:
Division	Pre-populated with Division of requestor.
CMO DoDAAC	Pre-populated with CMO DoDAAC of requestor.
CAGE Code	Commercial and Government Entity Code (5 characters, required.)
Prime Contract Number	(up to 20 characters, required.)
ACAT/Other Customer Code	Multi-select listbox of ACAT (and Other Customer) Codes (required.)
Is Item Sold to Other Govt Customers?	Drop-down list of Yes, No, Unknown (required.)
CAR Level	Drop-down list of I, II, III, IV (required.)
Nonconformity Discovered Date	Select the date the Noncomformity was discovered (required.)
Supplier Notified Date	Date will be system generated with current date.
Nonconformity Category	Drop-down list of Noncomformity Categories (required.)
Inspection Type	Drop-down list of Customer Mandated, DCMA Mandated, Other (required.)

Table 2.1.1.1: CAR Data Entry Field Descriptions


Division and CMO would be known from requestor and pre-populated
Please fill out the form to submit
Note: * is required field
Division:
DCMA ATK LAUNCH SYSTEMS
CMO DoDAAC:
S4503A
CAGE Code:*
Enter ONLY the 5-Character Code
CAGE Look Up
Prime Contract Number:*
Enter Prime Contract Number. Do not use dashes or slashes
ACAT/Other Customer Code:*
DHS-Dept of Homeland Security
HQA01-Tank-Automotive & Armaments (TACOM)
HQA02-Joint Munitions Command
HQA03-Aviation Missile Command (AMCOM)
HQA04-Picatinny Arsenal / PEO Ammo
HQA05-(CECOM) Communications & Electronics Command
HQA06-Soldier & Biological Chemical Command/ PEO Soldier
HQA07-(STRICOM) Simulation, Training and Instrumentation
HQA08-Army Field Support Command (AFSC)
Is Item Sold to Other Govt Customers:*
Make a Selection...
CAR Level:*
Make a Selection...
Date would be system generated with current date
Nonconformity Discovered Date:*
Supplier Notified Date:
Nonconfirmity Category*
Make a Selection...
Inspection Type*
Make a Selection...

Graphic 2.1.1.3: CAR Data Entry Fields

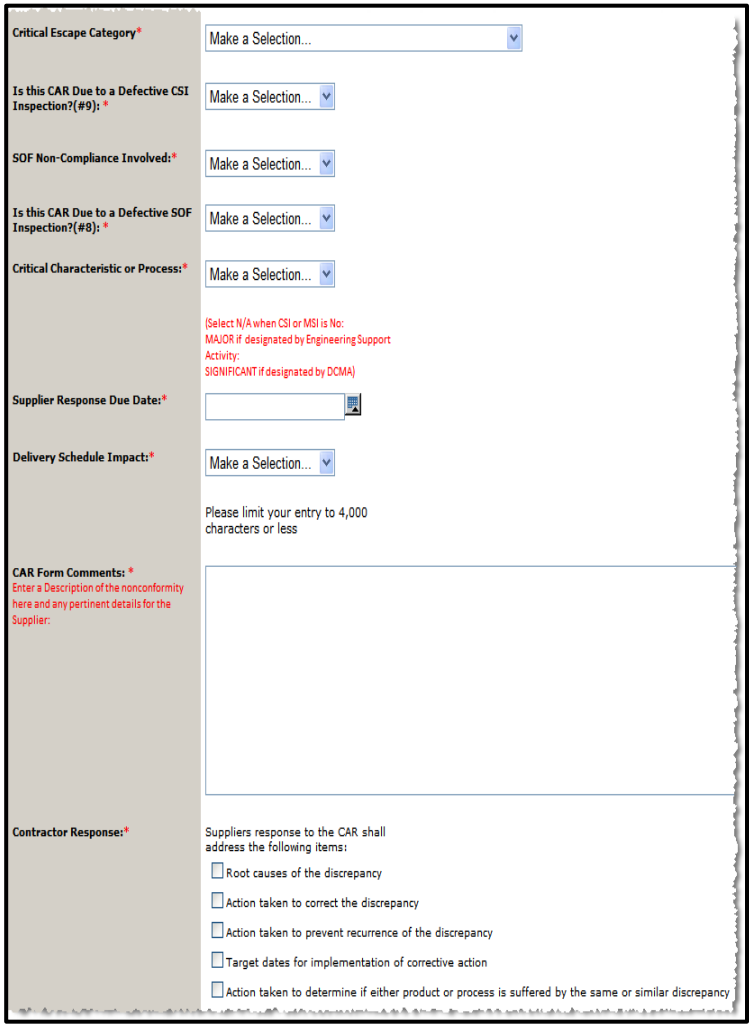
Topic One – Create a CAR

CAR Data Entry Fields

Refer to the table below for a complete description of the CAR Data Entry Fields.

Field name:	Description:
Critical Escape Category	Drop-down list of Critical Escape Categories (required.)
… Defective CSI Inspection (#9)	Drop-down list, Yes, No (required.)
SOF Noncompliance Involved	Drop-down list, Yes, No (required.)
… Defective SOF Inspection	Drop-down list, Yes, No (required.)
Critical Characteristic or Process	Drop-down list of N/A, Major, Significant (required.) (Select N/A when CSI or MSI is No: MAJOR if designated by Engineering Support Activity: SIGNIFICANT if designated by DCMA.)
Supplier Response Due Date	Select the Supplier Response Due Date (required.)
Delivery Schedule Impact	Drop-down list, Yes, No (required.)
CAR Form Comments	Textbox for entering a Description of the nonconformity and any pertinent details for the Supplier (required.) (Max. characters: 4000.)
Contractor Response	Five checkboxes for selecting the Contractor Response (required.)

Table 2.1.1.2: CAR Data Entry Field Descriptions


Critical Escape Category*
Make a Selection...
Is this CAR Due to a Defective CSI Inspection?(#9): *
Make a Selection...
SOF Non-Compliance Involved:*
Make a Selection...
Is this CAR Due to a Defective SOF Inspection?(#8): *
Make a Selection...
Critical Characteristic or Process:*
Make a Selection...
(Select N/A when CSI or MSI is No:
MAJOR if designated by Engineering Support Activity:
SIGNIFICANT if designated by DCMA)
Supplier Response Due Date:*
Delivery Schedule Impact:*
Make a Selection...
Please limit your entry to 4,000 characters or less
CAR Form Comments: *
Enter a Description of the nonconformity here and any pertinent details for the Supplier:
Contractor Response:*
Suppliers response to the CAR shall address the following items:
Root causes of the discrepancy
Action taken to correct the discrepancy
Action taken to prevent recurrence of the discrepancy
Target dates for implementation of corrective action
Action taken to determine if either product or process is suffered by the same or similar discrepancy

Graphic 2.1.1.4: CAR Data Entry Fields

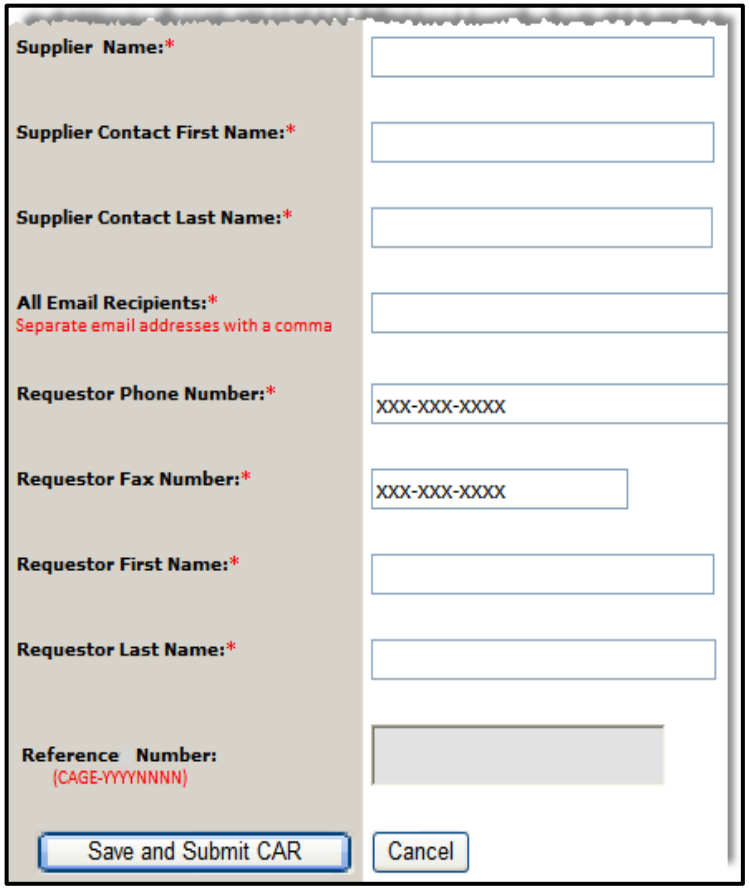
Topic One – Create a CAR

CAR Data Entry Fields

Refer to the table below for a complete description of the CAR Data Entry Fields.

Field name:	Description:
Supplier Name	Textbox for entering the Supplier CAGE Name (required.)
Supplier Contact First Name	Textbox for entering Contact First Name (required.)
Supplier Contact Last Name	Textbox for entering Contact Last Name (required.)
All E-Mail Recipients	Textbox for entering Supplier's Email (required.) (Separate email addresses with a comma.)
Requestor Phone Number	XXX-XXX-XXXX (required.)
Requestor Fax Number	XXX-XXX-XXXX (required.)
Requestor First Name	Textbox for entering Requestor First Name (required.)
Requestor Last Name	Textbox for entering Requestor Last Name (required.)
Reference Number	Generated automatically for the new CAR record upon submission.

Table 2.1.1.3: CAR Data Entry Field Descriptions



Graphic 2.1.1.5: CAR Data Entry Fields

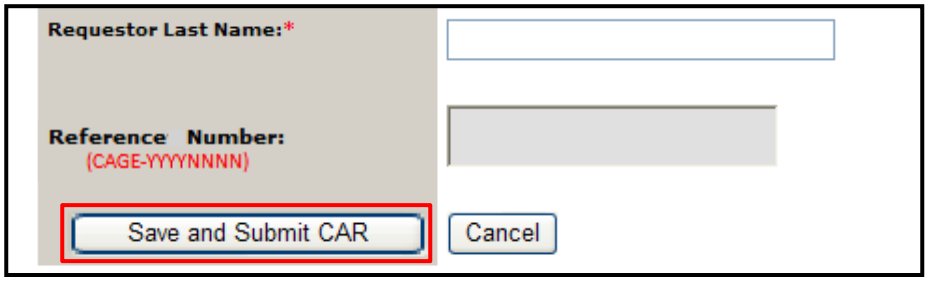
Graphic 3.1.1.1: CAR Data Entry Fields

Course Topics

Topic One – Create a CAR

Save and Submit a CAR

Once you have entered all of the required information you may submit a CAR.



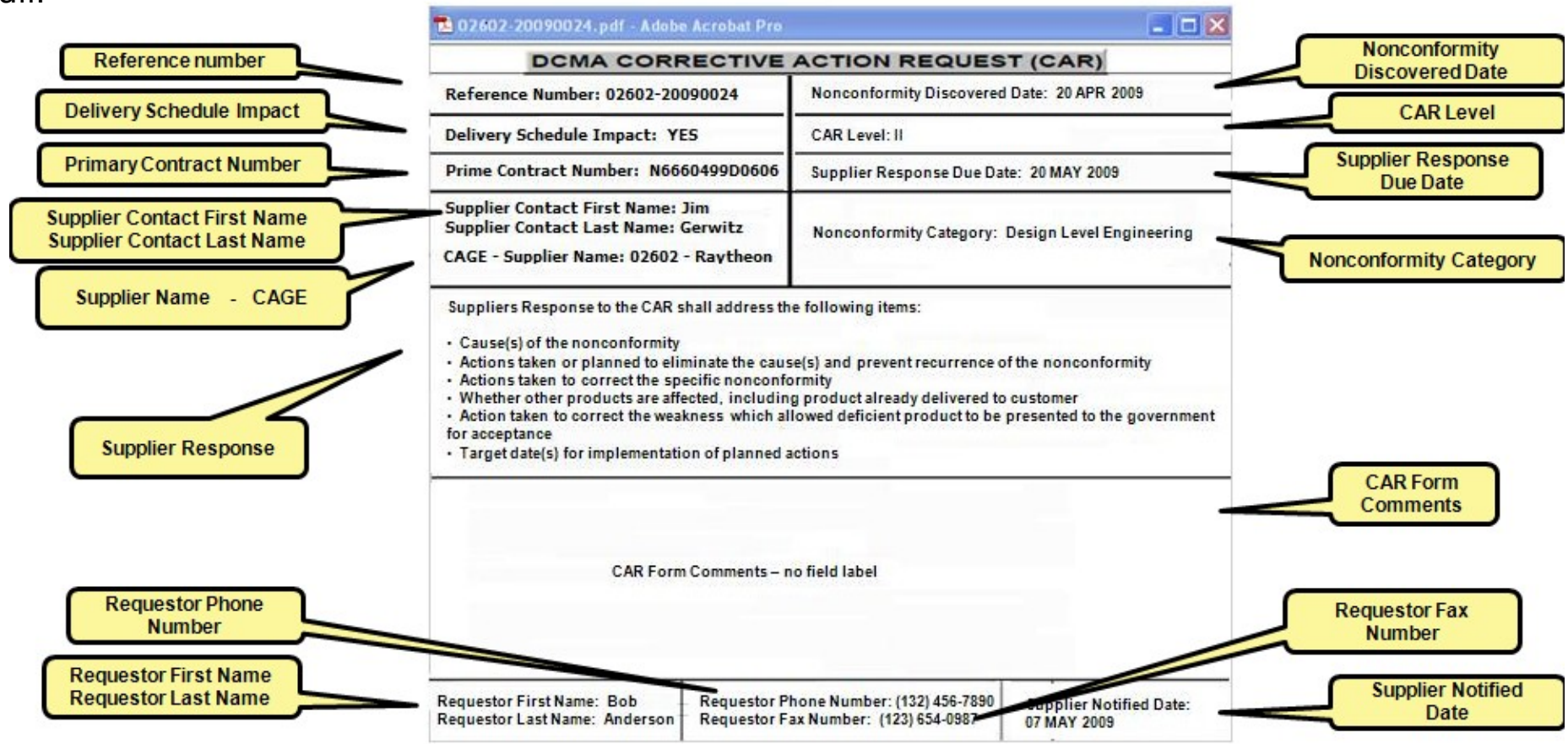
Graphic 2.1.1.6: Submitting a CAR

Submit a CAR (Graphic 2.1.1.6)	
1.	*Click* on the **Save and Submit CAR** button to submit the CAR. • Once you submit the CAR, a .pdf document of the CAR is generated and sent to the contractor via email. The user who submitted the CAR is copied on the email
2.	*Click* on the **Cancel** button to cancel the CAR.

Topic One – Create a CAR

CAR Submission E-Mail

The graphic below gives the descriptions of each of the fields in the CAR Submission E-Mail.


Reference number
Delivery Schedule Impact
Primary Contract Number
Supplier Contact First Name
Supplier Contact Last Name
Supplier Name - CAGE
Supplier Response
Requestor Phone Number
Requestor First Name
Requestor Last Name
Nonconformity Discovered Date
CAR Level
Supplier Response Due Date
Nonconformity Category
CAR Form Comments
Requestor Fax Number
Supplier Notified Date
02602-20090024.pdf - Adobe Acrobat Pro
DCMA CORRECTIVE ACTION REQUEST (CAR)
Reference Number: 02602-20090024
Nonconformity Discovered Date: 20 APR 2009
Delivery Schedule Impact: YES
CAR Level: II
Prime Contract Number: N6660499D0606
Supplier Response Due Date: 20 MAY 2009
Supplier Contact First Name: Jim
Supplier Contact Last Name: Gerwitz
CAGE - Supplier Name: 02602 - Raytheon
Nonconformity Category: Design Level Engineering
Suppliers Response to the CAR shall address the following items:
• Cause(s) of the nonconformity
• Actions taken or planned to eliminate the cause(s) and prevent recurrence of the nonconformity
• Actions taken to correct the specific nonconformity
• Whether other products are affected, including product already delivered to customer
• Action taken to correct the weakness which allowed deficient product to be presented to the government for acceptance
• Target date(s) for implementation of planned actions
CAR Form Comments – no field label
Requestor First Name: Bob
Requestor Last Name: Anderson
Requestor Phone Number: (132) 456-7890
Requestor Fax Number: (123) 654-0987
Supplier Notified Date: 07 MAY 2009

Graphic 2.1.1.7: CAR Submission E-Mail

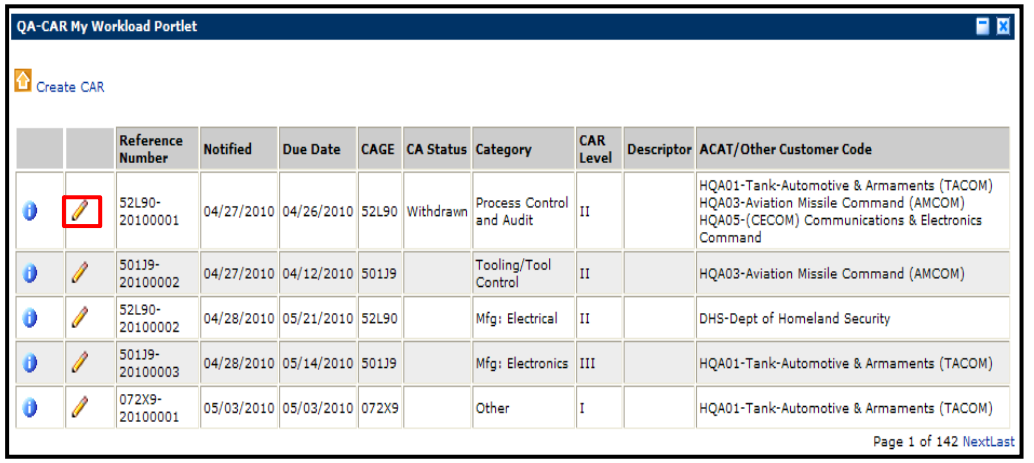
Course Topics

Topic Two – Edit a CAR

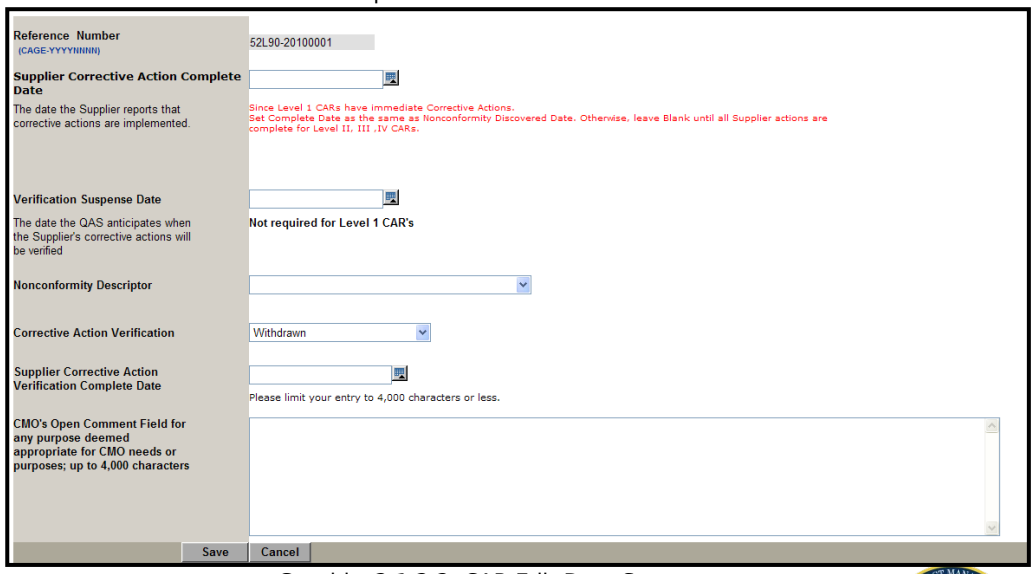
Edit a CAR

Follow the directions below to edit a CAR.

Edit a CAR (Graphics 2.1.2.1 – 2.1.2.2)	
1.	From the My Workload Main screen, *Click* the **Edit** icon. •The CAR Edit Data Screen will open
2.	*Enter* **data** in all of the fields. • All the fields must be completed. These are the only fields that are available to edit



Graphic 2.1.2.1: Edit a CAR


Reference Number
(CAGE-YYYYNNNN)
52L90-20100001
Supplier Corrective Action Complete Date
The date the Supplier reports that corrective actions are implemented.
Since Level 1 CARs have immediate Corrective Actions.
Set Complete Date as the same as Nonconformity Discovered Date. Otherwise, leave Blank until all Supplier actions are complete for Level II, III ,IV CARs.
Verification Suspense Date
The date the QAS anticipates when the Supplier's corrective actions will be verified
Not required for Level 1 CAR's
Nonconformity Descriptor
Corrective Action Verification
Withdrawn
Supplier Corrective Action Verification Complete Date
Please limit your entry to 4,000 characters or less.
CMO's Open Comment Field for any purpose deemed appropriate for CMO needs or purposes; up to 4,000 characters
Save
Cancel

Graphic 2.1.2.2: CAR Edit Data Screen

Course Topics

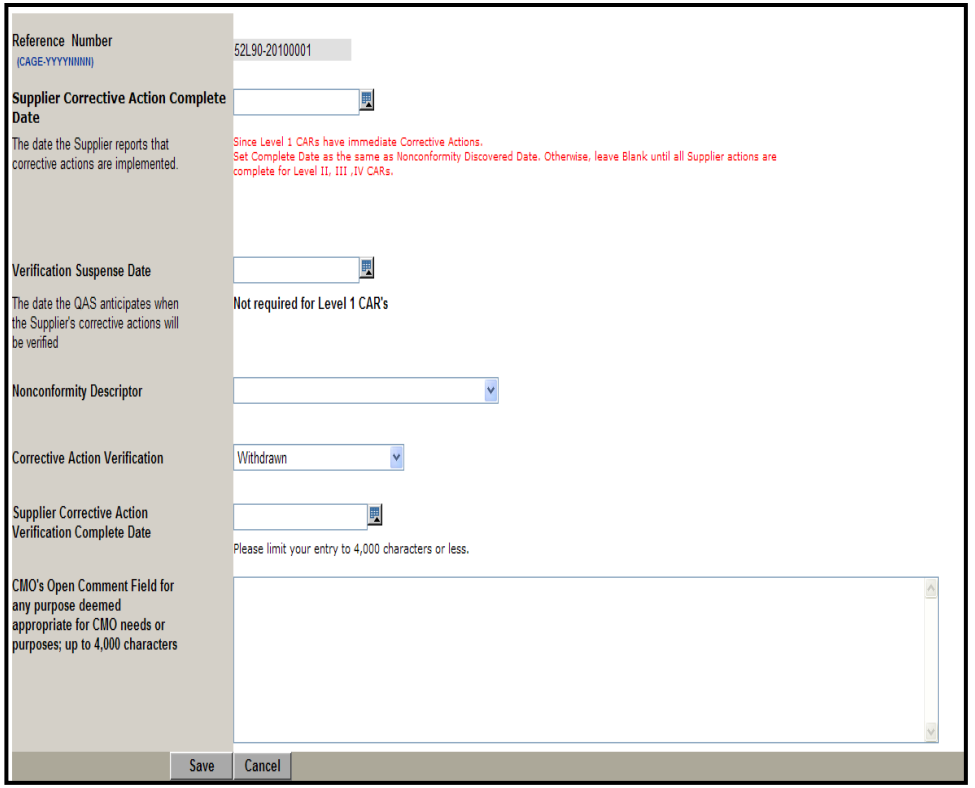
Topic Two – Edit a CAR

CAR Data Entry Fields

Refer to the table below for a complete description of the CAR Data Entry Fields.

Field Name	Description
Reference Number	Auto-generated at Create CAR step.
Supplier Corrective Action Complete Date	Select the date the Supplier reports that corrective actions are implemented. Since Level I CARs have Immediate Corrective Actions, set Complete Date as the same as Noncomformity Discovered Date. Otherwise, leave blank until all Supplier actions are complete for Level II, III, and IV CARs.
Verification Suspense Date	Select the date the QAS anticipates when the Supplier's corrective actions will be verified. (Not required for Level I CARs.)
Nonconformity Descriptor	Drop-down list of descriptors.
Corrective Action Verification	Drop-down list of status of Corrective Action Verification.
Supplier Corrective Action Verification Complete Date	Select the date the Supplier's Corrective Action is verified as complete.
CMO's Open Comment Field	For any purpose deemed appropriate for CMO needs or purposes; up to 4,000 characters

Table 2.1.2.1: CAR Data Entry Field Descriptions


Reference Number
(CAGE-YYYYNNNN)
52L90-20100001
Supplier Corrective Action Complete Date
The date the Supplier reports that corrective actions are implemented.
Since Level 1 CARs have immediate Corrective Actions.
Set Complete Date as the same as Nonconformity Discovered Date. Otherwise, leave Blank until all Supplier actions are complete for Level II, III ,IV CARs.
Verification Suspense Date
The date the QAS anticipates when the Supplier's corrective actions will be verified
Not required for Level 1 CAR's
Nonconformity Descriptor
Corrective Action Verification
Withdrawn
Supplier Corrective Action Verification Complete Date
Please limit your entry to 4,000 characters or less.
CMO's Open Comment Field for any purpose deemed appropriate for CMO needs or purposes; up to 4,000 characters
Save
Cancel

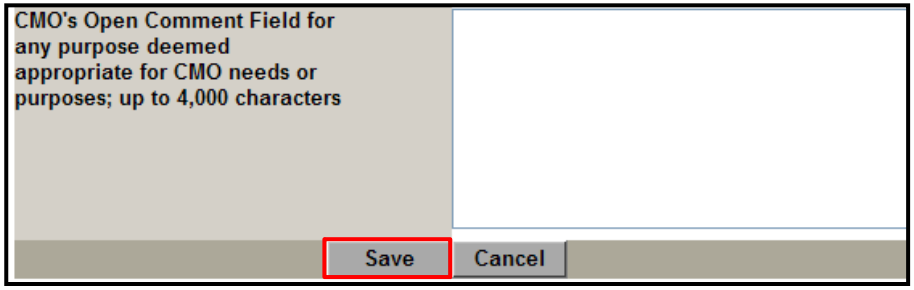
Graphic 2.1.2.3: CAR Data Entry Fields

Course Topics

Topic Two – Edit a CAR

Edit a CAR

Once you have entered all of the required information you may submit your edits to the CAR.



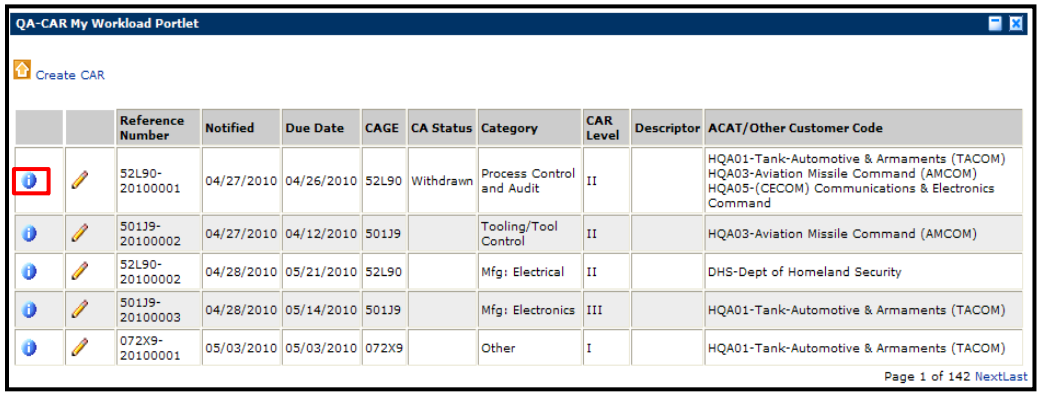
Graphic 2.1.2.4: CAR Edit Submission

Edit a CAR (Graphic 2.1.2.4)	
1.	*Click* on the **Save** button to submit your edits.
2.	*Click* on the **Cancel** button to cancel your edits.

Topic Three – View a CAR

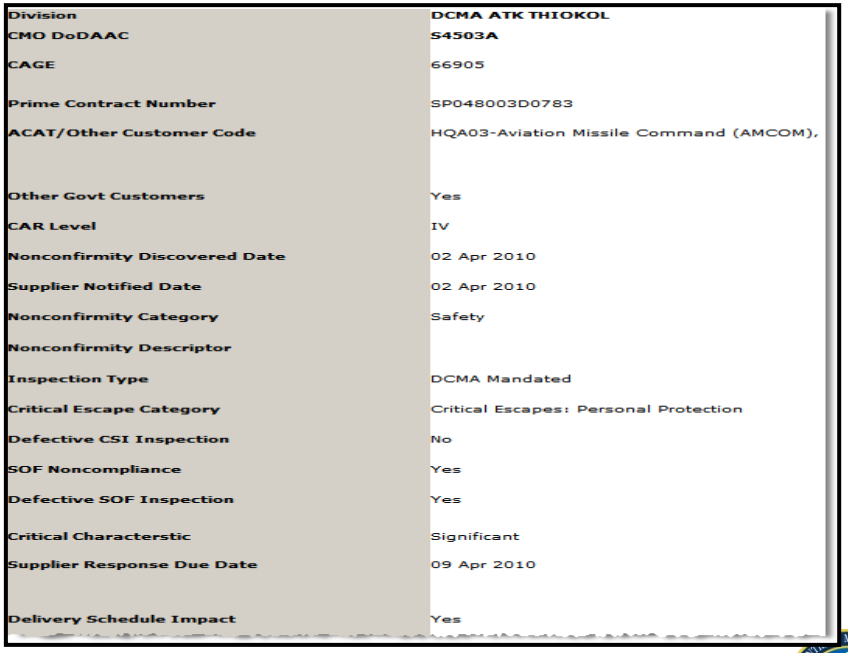
View a CAR

Follow the directions below to view a CAR.



Graphic 2.1.3.1: View CAR Details

View a CAR (Graphics 2.1.3.1 – 2.1.3.2)	
1.	From the My Workload Main screen, *Click* the **Information** icon. • All of the CAR's Data will appear



Graphic 2.1.3.2: CAR Details

Course Topics

Module Two – Lesson One - Review

Lesson One Covered the Following Topics:

Topic One	Create a CAR
Topic Two	Edit a CAR
Topic Three	View a CAR

Course Topics

Lesson Two

Search Portlet

Lesson Two – Topics

Lesson Two Topics

Topic One	Conduct a Search
Topic Two	Export Search List to Excel

Topic One – Conduct a Search

Search for a CAR

Search Capabilities:

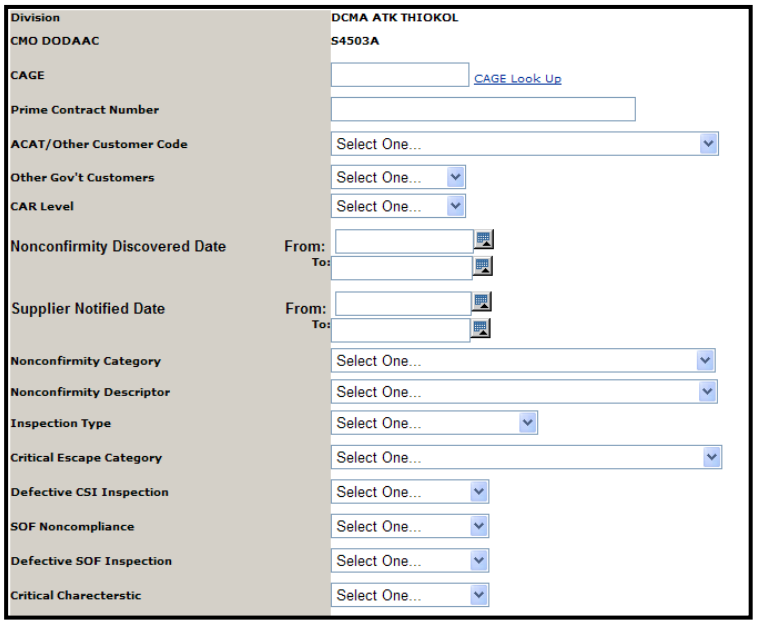
Standard User - Only records you have submitted

Admin User - All records within your CMO

Super User – All records

Search for a CAR (Graphics 2.2.1.1 – 2.2.1.2)	
1.	*Access* the **QA-CAR Search Portlet.**
2.	*Click* the **Search for a CAR** button. • The CAR Search Screen will open
3.	*Enter* **search criteria** in desired fields. • For all Standard and Admin users, Divisions and CMO DODAACs are pre-populated and not editable

Graphic 2.2.1.1: QA-CAR Search Portlet



Graphic 2.2.1.2: QA-CAR Search Criteria

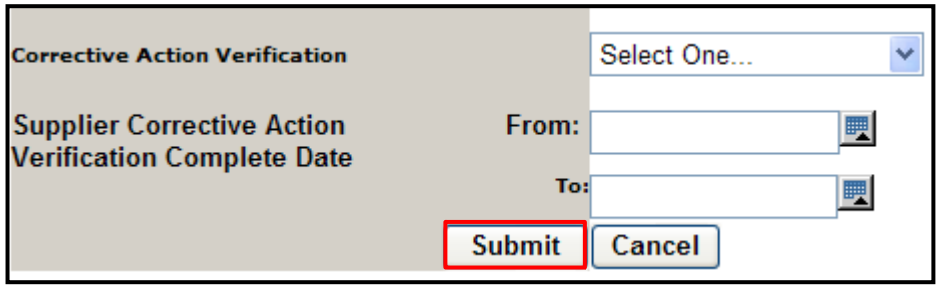
Course Topics

Topic One – Conduct a Search

Submit a Search

Once you have entered all of the search criteria you may submit your search.

CAR Search Results (Graphics 2.2.1.3 – 2.2.1.4)	
1.	*Click* on the **Submit** button to submit your search. • Once you submit the search, a Search Results Page will open
2.	*Click* on the **Informati** icon to view the specific CAR you are looking for.



Graphic 2.2.1.3: Submit a Search

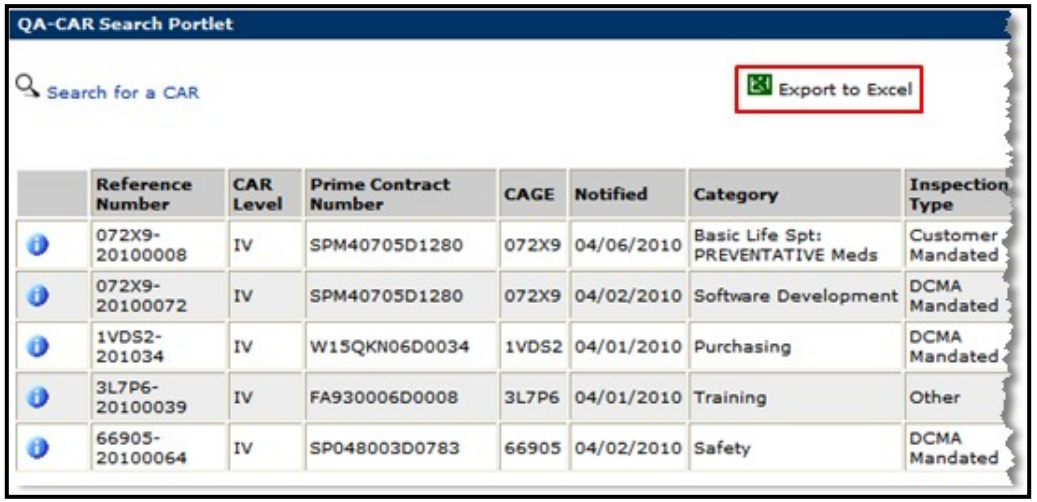
Graphic 2.2.1.4: CAR Search Results

Topic Two – Export Search List to Excel

Export Search List to Excel

You may export your Search Results list to an Excel spreadsheet.

CAR Excel Export (Graphics 2.2.2.1 – 2.2.2.2)	
1.	*Click* on the **Export to Excel** button. • An Excel spreadsheet is created and opened in Excel, containing all the rows and columns of the Search Results list



	Reference Number	CAR Level	Prime Contract Number	CAGE	Notified	Category	Inspection Type
	072X9-20100008	IV	SPM40705D1280	072X9	04/06/2010	Basic Life Spt: PREVENTATIVE Meds	Customer Mandated
	072X9-20100072	IV	SPM40705D1280	072X9	04/02/2010	Software Development	DCMA Mandated
	1VDS2-201034	IV	W15QKN06D0034	1VDS2	04/01/2010	Purchasing	DCMA Mandated
	3L7P6-20100039	IV	FA930006D0008	3L7P6	04/01/2010	Training	Other
	66905-20100064	IV	SP048003D0783	66905	04/02/2010	Safety	DCMA Mandated

Graphic 2.2.2.1: CAR Search Results

A	B	C	D	E	F	G	H	I	J
Reference Number	CAR Level	Prime Contract Number	CAGE	Notified	Category	Inspection Type	CA Verification	CA Verification Complete	Requestor Name
18965-20100001	II	SPM8E809M1792	18965	05/19/2010 11:59	Mfg: Painting	DCMA Mandated			Vineela Guntuku

Graphic 2.2.2.2: CAR Excel Export

Module Two – Lesson Two - Review

Lesson Two Covered the Following Topics:

Topic One	Conduct a Search
Topic Two	Export Search List to Excel

Course Topics